

IMMEDIATE ACTION
BY ORDER OF THE COMMANDER **MAFB PRODUCT ANNOUNCEMENT 6**
1 JUNE 2004



THE MAXWELL AFB PRODUCT ANNOUNCEMENT

PART I—PUBLICATIONS

Section A— New Publications (Paper/Electronic):

AFI 33-117/MAFB Supplement 1, Multimedia Management (MM), 12 May 04, 42 CS/SCSV, F. This supplement establishes policies, responsibilities and priorities for providing and obtaining Multimedia support from the Base Multimedia Center.

AFROTCI 36-2008, AFROTC Cadet Uniforms and Insignia, 21 May 04, HQ AFROTC/DOS, F. This instruction prescribes policies, procedures and standards governing wear of Air Force Reserve Officer Training Corps (AFROTC) cadet uniforms.

AFROTCVA 36-3, AFROTC Ribbon Chart, May 04, HQ AFROTC/DOS, F. This publication provides a visual chart of correct ribbon placement, order of precedence, and wear.

MAFBI 90-101, Command Section Action Officer's Guide, 11 May 04, 42 ABW/CCEA, F. This instruction outlines procedures for preparing and processing correspondence for the 42 ABW Wing Commander, Wing Vice Commander, and Command Chief Master Sergeant.

Section B—Revised Publications:

AFROTCI 36-2010, AFROTC Field Training Program, 4 May 04, HQ AFROTC/DOT, F. Supersedes AFOATSI 36-2010, 12 Jun 03.

AFROTCI 36-2020, AFROTC Cadet Awards and Decoration Program, 24 May 04, HQ AFROTC/DOS, F. Supersedes AFOATSI 33-2020, 16 Aug 00.

MAFBI 10-201, Emergency Operations, 11 May 04, 42 ABW/CP, X. Issued interim change 2004-1.

Section C—Publications Under Revision:

The following is a cumulative list of publications currently under revision. Submit inquiries to the publication OPR. Items will remain on the list until revised, superseded, or rescinded (a star [★] indicates addition since previous PA).

AUI 14-101	★AUI 36-2310	MAFBI 16-501
AUI 33-101	AUI 36-2312	MAFBI 31-101
AUI 34-101	AUI 36-2314	MAFBI 31-201
AUI 36-2201	AUI 36-2317	MAFBI 34-101
AUI 36-2301	AUI 37-101	MAFBI 34-801
AUI 36-2303	AUI 65-101	MAFBI 36-502
★AUI 36-2305	AFI 36-2601/AUS1	MAFBI 40-301
AUI 36-2307	MAFBI 11-101	MAFBI 41-101

MAFBI 48-101	AFI 31-401/MAFBS1	WGR 66-2
MAFBI 48-102	AFI 31-601/MAFBS1	AFOATSI 36-2007
MAFBI 48-105	AFI 32-6001/MAFBS1	AFOATSI 36-2012
MAFBI 48-106	AFI 33-332/MAFBS1	AFOATSV A 36-4
MAFBI 91-202	AFI 36-1004/MAFBS1	AFROTCI 36-2017
MAFBVA 23-1	AFI 36-2833/MAFBS1	AFI 33-112, V1/AFOATS1
MAFBVA 36-5	AFMAN 37-123/MAFBS1	DDM3425.8-M/AFOATS1
MAFBVA 36-6	AETCI 10-202/MAFBS1	★AFITI 33-104
MAFBVA 52-1	AETCI 10-205/MAFBS1	AFITVA 23-1
AFI 31-201/MAFBS1	AETCI 48-101/MAFBS1	
AFI 31-204/MAFBS1	WGP 87-1	

Section D—Obsolete Publications:

Not used.

Section E—General Information:

Publication OPRs must remember to include an Air Force Publication Review and Response Matrix when coordinating a draft publication. HQ AF mandates the use of this matrix as a standard format for coordinating agencies to provide feedback on draft publications. A copy of the matrix is available on the Maxwell AFB Electronic Publications web page. Contact the Base Publications Manager for more information.

PART II—INFORMATION MANAGEMENT TOOLS (IMT)/FORMS

Section A—New IMTs:

AFROTC IMT 3, Base Visit Request Worksheet and Checklist, FC 3650, HQ AFROTC/DOX. AFROTC detachments use this IMT to ensure base visit coordinator has complied with all instructions and directives prior to submitting to HQ AFROTC/DO for approval/funding.

AFROTC IMT 5, Cadet PDT Assignment Briefing Checklist, FC 3650, HQ AFROTC/DOX. AFROTC detachments use the IMT to ensure cadets are familiar with their responsibilities and the responsibilities of the detachment, receiving location and headquarters as they participate in the PDT program.

AFROTC IMT 6, Professional Development Training (PDT) Unit Processing Checklist, FC 3650, HQ AFROTC/DOX. AFROTC detachments use the IMT to ensure cadets are familiar with their responsibilities and the responsibilities of the detachment, receiving location, and AFROTC headquarters as they participate in the PDT program.

Section B—Revised IMTs:

Not Used.

Section C—Redesignated IMTs/Forms:

MAFB Form 115, redesignated to MAFB IMT 115

MAFB Form 162-1, redesignated to AU IMT 2

AFOATS Form 4, redesignated to AFROTC IMT 4

AFOATS Form 12, redesignated to AFROTC IMT 12

AFOATS Form 14, redesignated to AFROTC IMT 14

AFOATS Form 16, redesignated to AFROTC IMT 16

Section D—IMTs/Forms with Version Changes:

Not Used.

Section E—Obsolete IMTs/Forms:

AFOATS Form 4, Affidavit Civil Involvement, FC 3620, replaced by AFROTC IMT 4, Salvage

AFOATS Form 12, Training Critique, FC 3650, replaced by AFROTC IMT 12, Salvage

AFOATS Form 14, Law Enforcement Inquiry, FC 3620, replaced by AFROTC IMT 14, Salvage

AFOATS Form 16, Officer Candidate Counseling Record, FC 3650, replaced by AFROTC IMT 16, Salvage

AFOATS Form 104, AFROTC Mileage Log, FC 2430, Salvage

CCAF Form 3, Request for Official Transcript, FC 3650, Salvage

MAFB Form 115, Flight Line Driver Training and Certification Request, FC 1300, replaced by MAFB IMT 115, Salvage

MAFB Form 162-1, GNCOA Student Data Record, FC 3620, replaced by AU IMT 2, Salvage

Section F—General Information:

If your organization has a process that gathers information from any individuals (military, government, or civilian), you must run that process through the Base IMT Manager to ensure adherence to all Air Force and Public Law requirements and restrictions. Contact the Base IMT Manager for more information.

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